



Have more than one of the same donation? Create only one instance of the donation/auction item and have bidders compete for the available spots!

1

Enter the donation

Donors & Donated Items > Enter Donation

When entering the donation for duplicate items, select a quantity of ONE no matter how many of the donations you have been given!

For example, say a restaurant has donated a private chef's dinner and wine pairing for six persons. You would enter that as a SINGLE donation described as follows: **Chef's Dinner and Wine Pairing for Top 6 Bidders**. In this example, $n = 6$.



2

Create a Top *n* Bidders Win auction type

Auction Items & Catalog > Auction Types, Categories & Tags

Click the Add new Type button.

1. Top *n* Bidders Win for online bidding? Select **Yes** and choose the value for N.
 - n = the number of identical donations available (from 2 to 30)
 - The system then fills in the Type Name automatically
2. Default selections are: show bidder names, show in program guide, and notify winners. These selections can be changed to suit your needs.
3. Click **Add Type** button.

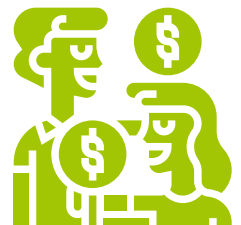
3

Create the auction item

Auction Items & Catalog > Create Auction items

Click the Create auctions items where the top N bidders win link.

1. Assign an auction item number.
2. Select the appropriate Top N Win type that you just created.
3. Choose any other options such as section number or alternate category.
4. Enter **min bid** and **bid increment** percentages.
 - We recommend a lower bid increment to keep the bidding more lively!
5. Click **Create auction item** button.



[Click me to view the Create Auction Catalog video.](#)